

Portsmouth Emergency Communications Center

Emergency Contact Form



The Portsmouth Emergency Communications Center (ECC) requires your help in completing this form. This information is needed in the event of an emergency so that we may contact responsible persons about your business or property. We would like the names, and telephone numbers of two (2) people that we could contact in the event of a problem at the listed address. **This information will be held in strict confidence and used only by Portsmouth Police and Fire Departments for emergency purposes.** If contact persons are different for Fire and Police problems, please send separate forms indicating which list is being sent. Please make several copies of this form, and return via US mail, scan and e-mail, or fax the completed form to the Portsmouth ECC located in the Police Department. If and when any of the information changes, complete a new form and send it to the ECC so that we may keep our information on file current.

Per City Ordinance- You will be billed for excessive false burglar alarms, for more information on Ordinance, call City Clerk at 603-610-7245.

General Information (CENTER USE ONLY: IMC SITE FILE #)

Business Name	Business Phone
Business Address	
Other Names: (Please list other names that your business may use)	Business Type (Indicate the nature of your operations)
Directions: (Please list directions that would assist police or fire units to your location.)	
Hazards: (Please list any potential hazards to responders such as chemicals, stored ammo, etc.)	

Alarm System Information (Answer Only if your building is alarmed)

System Type : (Check All That Apply)	Alarm Monitoring Company Name & Phone
Police <input type="checkbox"/> Fire <input type="checkbox"/> Hold-Up / Panic <input type="checkbox"/> Medical <input type="checkbox"/>	

Responders / Contact Information

(Please list at least two people that we could contact in the event of an emergency at your business.)

Name	Phone	Address
Name	Phone	Address

If you have any questions regarding this form, please call Communications Supervisor Kelly McGrenaghan at 603-610-7411 or e-mail kmcgrenaghan@cityofportsmouth.com. Completed forms can be e-mailed, sent US mail to 3 Junkins Avenue, Portsmouth, NH 03801 or faxed to 603-610-7525.